



## **LibCal – Privacy Notice**

Edinburgh Napier University is providing you with this information in order for us to comply with the General Data Protection Regulation (EU) 2016/679, which requires us to tell you what we do with your personal information.

### **Who is collecting the information?**

Edinburgh Napier University as the “Data Controller”.

### **Who are we sharing your Personal Data with (externally)?**

Springshare, the provider of LibCal, as a “Data Processor”.

The University undertakes to maintain your information securely and will restrict access to employees, our professional advisers, authorised agents and contractors on a strictly need to know basis. We will only disclose your data to external third parties (other than any specified above) where we:

- Have your consent
- Are required to do so under a statutory or legal obligation, or
- Are permitted to do so by Data Protection legislation.

### **Why are we collecting it/what we are doing with it (purposes)?**

To record and administer your attendance at workshops/training events.

### **What is the legal basis for processing?**

As per your consent under Article 6(1)(a) of the Regulation. You can withdraw your consent at any time by contacting [e.barry@napier.ac.uk](mailto:e.barry@napier.ac.uk), [j.templeton@napier.ac.uk](mailto:j.templeton@napier.ac.uk) or [library@napier.ac.uk](mailto:library@napier.ac.uk).

### **How are we collecting this information?**

Your information is collected when you enter your name and email address to book on an event.

### **What information are we collecting (whose information and what type of personal data)?**

Name and email address, plus any other details you enter when booking on an event.

### **Who can see your information within the University?**

Edinburgh Napier University Professional Services staff including Information Services and Research & Innovation Office staff.

### **How long is your information kept?**

Your information will be stored for three months after booking on an event.

**How secure is your information?**

The service provider, Springshare, keeps all EU system information on an AWS server cluster in Ireland. See information about AWS and Privacy Shield at: <https://aws.amazon.com/compliance/eu-us-privacy-shield-faq/>

**Who keeps your information updated?**

Your booking details are kept only for the administration of events, and will be deleted within three months.

**Will your information be used for any automated decision making or profiling?**

No.

**Is information transferred to a third country? Outside the EEA and not included in the adequate countries list.**

No.

**Is any other information available?**

A – You can access the University's processing statements using the following link: <http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/statement.aspx>

A - You can find out who to contact if you have any further queries about Data Protection and about your rights using the following link: <http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/default.aspx>